

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PAYROLL AND BENEFIT SYSTEMS COORDINATOR  
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions which perform complex payroll or benefit related functions that coordinate major payroll or benefit data system program development for the Department of Administration.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses professional positions that perform complex payroll or benefit related functions by coordinating complex data processing within the Division of Executive Budget and Finance, Department of Administration, a major, central payroll and benefit processing center affecting 30,000 or more State employees. Positions allocated to this series coordinate major payroll or benefit data system program development.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions which spend the majority of the time performing Payroll and Benefit Specialist duties focused on a single agency and are more appropriately classified in the Payroll and Benefit Specialist series.
2. Positions which meet the definition of supervisor in s. 111.81 (19), Wis. Stats., and are more appropriately classified as Payroll and Benefits Supervisors or Payroll and Benefits Program Supervisors.
3. Positions which spend the majority of the time performing professional IT duties and are more appropriately classified in professional IS classifications.

4. Positions which are not located within the Division of Executive Budget and Finance at the Department of Administration.
5. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. Progression from the Payroll and Benefits System Coordinator level to the Senior level is by reclassification.

## II. DEFINITIONS

### **PAYROLL AND BENEFIT SYSTEMS COORDINATOR**

This is the entry level for professional positions performing payroll or benefits functions regarding the central processing center data system. Work is performed under close progressing to general supervision. Positions in this classification perform duties described in one of the following allocations:

1) This allocation will perform administrative and technical functions associated with the administration of the bi-weekly payroll and leave accounting processing activities in the Central Payroll Section. This includes the pre-audit of various payroll documents prior to entry into the central payroll system for accuracy and compliance with the state's Compensation Plan; scheduling and coordination of the statewide leave accounting (L/A) system activities; coordination of the savings bond deduction program; research and correction of payroll system error reports; provision of technical assistance to the state agencies relating to the central payroll system. Duties also include preparation of leave accounting system service requests that define new system requirements, review test out-put and research program bugs. Positions perform analysis and provide design input for annual projects such as the benefits statement, Federal and State tax withholding changes, retirement rate updates and the dual employment audit. Positions are assigned complex special projects by the section chief; confer with the Division of Personnel Management, Department of Employee Trust Funds, as well as the Division of Enterprise Technology programmers and Department of Administration-Budget office relative to all of the programs listed above; confer with DOA-legal counsel when necessary; and respond to questions from state agency Payroll and Human Resource representatives regarding all of the above.

2) This allocation will perform administrative and technical functions associated with the administration of the state benefits systems in the Central Benefits Section. This includes the direction of technical tasks required for biweekly and annual processing of employee benefits via the state ERP system. Manage the transfer of elections to ETF and other plan vendors through the electronic interface. Run vendor interfaces to manage calculation of nightly batch process, and ensure accuracy and completion. Manage data corrections and re-processing events. Research and correct benefits system error reports using the on-line system. Provide training to agencies on the use of the state ERP system, and assist agencies with the on-line error correction process. Initiate file transfers and downloads with vendors and other agencies. Work with finance teams to release payments to vendors. Direct administrative benefits processing.

## **PAYROLL AND BENEFIT SYSTEMS COORDINATOR SENIOR**

This is the objective level for professional positions performing complex payroll or benefits functions as the developer and manager of central processing center data systems. Positions in this classification perform duties described in one of the following allocations under general supervision:

1) Positions in this classification perform complex payroll related functions by coordinating major payroll data processing functions located within the Department of Administration's Central Payroll Section. Positions direct portions of the day-to-day administration of the center and act as primary liaison/consultant for assigned user agency payroll staff. These positions manage technical operational activities of the payroll/leave processing center on an enterprise-wide basis and act as technical systems experts in assigned areas. Positions are responsible for policy development and administration of complex payroll and leave accounting computing systems.

2) Positions in this classification perform complex benefit related functions by coordinating major benefit data processing functions located within the Department of Administration's Central Benefits Section. Positions direct portions of the day-to-day administration of the center and act as primary liaison/consultant for assigned user agency payroll staff. These positions manage technical operational activities of the benefit processing center on an enterprise-wide basis and act as technical systems experts in assigned areas. Positions are responsible for policy development and administration of complex benefit accounting computing systems.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective February 9, 1992, as a result of the Payroll and Benefits Survey and announced in Bulletin CC-314. The confidential portion of this classification was created and the specification modified effective June 27, 1993 and announced in Bulletin CC/SC-1 to reflect Fiscal and Staff Services Bargaining Unit exclusions. This classification series was modified effective March 12, 2000, to remove the allocation for the position that coordinates major payroll data processing functions within the Department of Administration's Central Payroll Center. This action was necessary in order to accommodate the expansion of the broadband pay structure implemented on March 12, 2000, under the provisions of the 1999-2001 Compensation Plan. The specification was also modified at that time to update references to the UW Processing Center (formerly referred to as the Peterson Payroll Processing Center). The specifications were again modified effective April 9, 2000, and announced in Bulletin CLR/SC-110 to include the second allocation.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

This classification series was modified effective March 6, 2016 and announced in Bulletin DPM-0420-

CC/SC to make it specific to the DOA by removing UW references and to allow for positions in both payroll and benefits areas.

WAM  
SH/CMD  
21105